MOUNTAIN MEADOWS LEGAL PAPERS STYLE GUIDE

For questions regarding the style guide contact Janiece Johnson.

Basis for style, except those noted below, is the *Chicago Manual of Style,* 15th edition and the *Merriam-Webster's Collegiate Dictionary,* 11th edition.

CONTENTS

0.1 Text Selection

The Mountain Meadows Legal Papers Collection includes all documents pertaining to the prosecution for the Mountain Meadows Massacre. This includes legal and political documents, trial transcripts, correspondence, and affidavits.

0.2 Arrangement of Documents

Arrangements are generally chronological. Documents are arranged chronologically within each section. Within the legal documents subgroups of documents are arranged chronologically. Any exceptions are determined and explained by the editor.

0.3 Document Presentation

Closely related documents are grouped together, with introductory headnotes as needed. This includes legal documents, indictment histories, and trial materials.

Each individual document is presented in the following order: title, source note, document transcription, and clerical note (if any).

0.3.1 Title and Source Note
Source notes give the full citation and physical description (including letterhead or preprinted forms if possible). The source note lists publications or replications of documents. Extant originals are always preferred for transcription. [Hierarchy: original, retained copy, minute book copy, other copy (preference given to notarized copies).] The source note should include significant information about the custodial history of the document if known.

Source notes are written in both past and present tense: past when describing the creation of the document and present when describing the document itself.

Titles and source notes do not contain footnotes.

Ex Full Citation:
G.S. Clarke to W.W. Mackall, Letter, 1 January 1858, 1857-1859, Letters Sent, Dept. of the Pacific, Army, Department of War, NARA.
[See 17.3 Repositories for short cites.]

Ex Physical Description:
One page written in grey ink on a single sided buff lined paper measuring 7 3/4 x 12 3/4 inches.

0.3.2 Editorial Notes
Editorial notes add any additional information needed to point out significant aspects of documentary texture. It is preferable to use an editorial note if it could take the place of several footnotes.

Editorial notes are written in simple past tense. Present tense may be used to summarize the content of a text or in other situations when the copy editors deem appropriate.

0.3.2.1 Document Introductions

An introduction succinctly summarizes each group of documents. It describes the historical context of the documents, their significance, pervasive themes, and so forth. It should be specifically focused on context not readily discernable from the documents themselves. Anything that would require frequent footnoting throughout the document is addressed in the introductory editorial note to decrease footnote volume.

Avoid repeating what is in the text.

Source citations in the introductions are given in footnotes, which are numbered in sequence with the footnotes to the feature text. The footnotes to the editorial notes contain only source citations, not historical information or narrative. The goal is not to take a stand on scholarly theory; speculation should not be a part of editorial notes, introductions, or annotations.

0.3.2.2 Witness/Attorney Introductions

Each argument (opening and closing) and each trial testimony is introduced by a biographical sketch, a brief argument (or testimony) summary including color from newspaper descriptions and a detail of documentary source issues.

0.4 Document Transcription

Transcriptions are verified at lease three times: 1) The original transcription and verification, 2) 2nd verification, and 3) 3rd verification.

0.4.1 Transcription Rules

BRACES

Braces are often used in legal documents to enclose multiple lines. To transcribe place a singular brace at the end of each line enclosed by the brace.

DO NOT LINE UP BRACES WITH TABS.

Ex: People of the Territory of Utah}
           vs.}
           John D. Lee et al.}

CAPITAL EDITING MARKS

Implement capital editing marks.

CAPITALIZATION

Trial Transcripts: Use all capitals for the transcripts themselves to retain alignment. Use standard capitalization in footnotes. When quoting trial transcripts in footnotes or other places in the text that do not retain all capitals, use modern capitalization.

Documents: Retain all original capitalization in the document. Where the original is unclear, modern usage prevails.

CROSSED-OUT WORDS

Crossed-out words are designated in the text as written if legible. If illegible, words are deleted in transcripts, legal documents, and correspondence. If the crossed-out word is followed by the same word, silently delete the crossed out word.

Ex: ~~STRIKE~~

Words that are marked out with *Xs* are likewise struck out.

IN THE SHORTHAND illegible cross-outs are marked with an em-dash and a bracketed question mark.
    Ex: —[?]

DASHES
FOLLOW CHICAGO 6.80 FOR USE REGARDING HYPHENS AND DASHES.
    Typescripts Reminder: a single hyphen is used for both a hyphen and an en dash (–), make sure you change en dashes to en dashes. Two hyphens are an em dash (—). The principal use of the en dash is to connect continuing or inclusive numbers.
    DELETE CROSSED OUT DASHES.

DIRECTIONS
Directions such as "over" are silently deleted.

DISTINCT MEDIUMS
Different mediums in the shorthand text, such as ink or purple pencil, are noted by {} and a superscript *i* or *p* respectively.
    EX:{phrase in ink}^{i}
        {phrase in purple pencil}^{p}
    Note: All ink and purple pencil marks are insertions and therefore do not need <>. Original shorthand documents are in normal pencil.
    REMINDER: INK OR PURPLE PENCIL PUNCTUATION ARE NOT NOTED, DIFFERENT MEDIUMS USED FOR PAGE NUMBERS ARE LIKEWISE NOT NOTED.

END OF LINE (OR PAGE) TYPOS
When several letters are typed over each other at the end of a line or end of a page and same word (or group of words) is repeated at the beginning of the next line ignore the first word or phrase.

FLOURISHES
Ignore.

ILLEGIBLE WRITING
Illegible letters and words are indicated by en dash and em dash respectively.
Ex: ho-ke[?] or —[?]
[?] is removed in the final editorial process.

INADVERTENT OR ABERRANT MISSPELLING
In most cases, refrain from clarifying misspelled words as written in the original manuscript or published source. The assumption is a straight transcription from the original. In particular, missing silent or dropped final letters (such as *beliv* for *believe* or *mornin* for *morning*) can be left alone.

If the misspelled word is beyond recognition and in the trial transcripts with other comparable sources leave alone. If is in a legal action then the correct word in brackets.
Ex: hu[r]t

If the misspelling is indecipherable and cannot be resolved with only one set of brackets, insert the correct spelling in brackets following the misspelled word.

Ex: goail [jail]

If the same word is misspelled consistently then it is only necessary to correct the word in the first instance.

DO NOT SUPPLY MISSING WORDS.

INSERTIONS

Insertions in the original documents are enclosed in angle brackets. If an insertion is crossed out, cross out only the word(s) and not the angle brackets.

Ex: <stream>
         <~~March~~>

Apparent insertions IN THE SHORTHAND--words above or below the line without insertion marks--will be marked with angle brackets that are crossed out with double lines.

Ex: ~~<~~stream~~>~~

IN OTHER TRANSCRIPTIONS TREAT ALL INSERTIONS THE SAME WAY—MARK WITH ANGLE BRACKETS. IGNORE INSERTION MARKS IN INTRODUCTORY TEXT QUOTES FOR READABILITY.

If footnotes appear with insertions, the footnote markers are after the <>, not before.

Carets are not needed for handwritten insertions on transcripts.

Ex: in the **stream** creek

For sources explicitly identified as shorthand (or transcript or handwriting….) all is considered shorthand (or transcript or handwriting….) unless otherwise noted.

Longhand additions in a shorthand source are marked in bold.

Ex: **HOGE TESTIMONY**

Likewise, corrections done by hand on typed transcripts are marked in bold.

Ex: W~~AS~~**ERE**

LONG LINES

Long lines in the manuscript are noted with a uniform four em length.

Ex: ————

PARAGRAPH BREAKS

Legal Actions: The first line of each paragraph is indented, regardless of whether this was done in the original. There are no blank lines in between paragraphs, except that blank spaces of 5 or more lines in the original are noted in the transcript in this manner: [*5 lines blank*]. Other blank spaces of more than 2 inches and fewer than five lines are noted as: [*space*].

PREPRINTED MATERIAL

Preprinted material is noted in the physical description when possible.

Ex: Written on U.S. Marshal letterhead.

If preprinted material is more unwieldy use italics to set off preprinted material.

Ex: *Department of Justice Date* 1 May *187*1

IGNORE PREPRINTED LINES.

PUNCTUATION

Retain all punctuation as written. Where the original is unclear, modern usage prevails.

Trial Shorthand: Where there is multiple punctuation in the trial transcript use the earliest punctuation (pencil rather than ink). Inasmuch as all punctuation is artificial to the spoken word transcribed, there is no need to distinguish between ink and pencil.

REDUNDANT WORDS

Redundant words will be represented as they are written (except for end of line typos see below).

SEPARATED WORDS

Hyphens used to connect separated words at the ends of lines with the beginning of the next line are ignored.

SPACES

Spacing is standardized at a single space between words and sentences.

Lack of spacing is retained as in original.

THE ONLY EXCEPTION TO THIS ARE TITLES THAT HAVE BEEN GIVEN MULTIPLE SPACES IN BETWEEN THE LETTERS. SUCH SPACES ARE SILENTLY DELETED TO ENABLE ELECTRONIC SEARCHING.

SPACE CORRECTIONS

When a space is hand-corrected to bring two letters together or apart, either remove the space or insert a space.

Ex: *Tha t* with the *a* & *t* connected with a handwritten arc should be rendered *that.*

Ex: *That|the* separated by a handwritten line should be rendered *that the.*

SUPERSCRIPT LETTERS

Superscript letters are retained as written.

Ex: M^R. BASKIN

At times in the transcripts something that is should be superscript is inadvertently typed as subscript. Silently correct to superscript.

USE OF *SIC*

The term sic will only be used during production to aid the editor. The assumption is that the document is transcribed directly from the original including spelling and duplication of words. Misspelled or duplicate words should be noted with [*sic*]. Editor will remove in the final stage.

UNDERLINED WORDS

Underlined words are designated in the text as it is written. Double underlines, underlining in different mediums, etc. are all designated by a single underline.

Ex: <u>strike</u>

WORDS WRITTEN OVER WORDS (WRITE-OVERS)

When the text is written over or typed over by other text: both are noted with the underlayer crossed out. If the original text is illegible it is omitted. If it is impossible to determine which layer is on top, footnote.

Ex: ~~1~~st3rd   or   swit~~x~~ch

0.4.2 SHORTHAND SPECIFICS

UNCLEAR SHORTHAND CHARACTERS

Italicize unclear word or phrase with a [?] at the end of the word or phrase. If it could possibly mean two or more different things, the options are separated with a forward slash. [?] will be removed in the final editorial process.

Ex: *RSTL/RSTLN*[?], *the/a*[?], or *the*[?]
i wish i could/i know i should[?]

[?] is always attached to a letter or word and letter or word is always in italics.

VOWEL ADDITIONS

For those shorthand symbols that have ink vowel additions (that are obviously added later). If the addition of vowels support the transcription then we will ignore it. If the additional vowels contradict the transcription in a significant way then we will note it. If the change simply does not make sense in the context then we will ignored.

REPEATED WORDS

Repetition of words is normal to the process of shorthand. Often the same word is at the end of the line and beginning of line. Sometimes the same words are repeated twice with 2 different symbols. Only if there might be purpose in the duplication of words will they be maintained. For example: that that.

SPECIAL CASE - ROGERSON: Many of Rogerson's longhand additions are obviously wrong, it seems that he went back and wrote words above the shorthand without paying attention to the context.

Where ink insertions duplicate the shorthand, we ignore it.

Where the longhand duplicates the shorthand, we ignore it.

When the longhand is different than shorthand we note when it changes the meaning of the sentence. (We will not note those that are obviously wrong that could not make any sense in the context of the sentence.)

0.4.3 Editorial Comments

INSERTED EDITORIAL COMMENTS

Editorial comments and clarifications that are not part of the text is italicized and bracketed. The brackets themselves are not italicized.

Ex: [*page torn*] or [*word too faint to read*]

PAGE NUMBERS

Designate an existing page number at the beginning of a page by enclosing the page number in brackets, italicized and in superscript. DO NOT MARK THE FIRST PAGE

UNLESS THE SOURCE IS A LETTERBOOK OR MINUTE BOOK AND THE FIRST PAGE OF THE DOCUMENT IS NOT PAGE 1.

Ex: *[2]*

If there is no original page number then the actual page number is double bracketed at the beginning of the page.

Ex: *[[2]]*

Silently delete incorrect page numbers and enter correct page numbers in double brackets. Footnote missing pages or other significant inconsistencies.

For letterbooks use the book page number rather than the original page numbers.

Ex: *[239]* and then *[240]*

DIFFERENT MEDIUMS FOR PAGE NUMBERS ARE NOT NOTED.

MEASUREMENTS

Use measurements as written. The modern equivalent of rod will be discussed in the introduction. For physical descriptions of documents use inches.

0.4.4 Names of Persons and Places

Names and abbreviations will be transcribed as written. Editorial corrections to personal names are made in brackets when the name or place is incomplete, unclear, erroneous, or misspelled as long as identity is certain. Brackets expand or correct the name or place to the standardized name or place spelling. All parts of a single personal or geographical name should be considered one word, to be corrected with a single set of brackets.

Personal and place names are completed or corrected in brackets the first time that each appears in a document. (For the purposes of the trials, each individual testimony is considered a new document.)

When a person's full, standardized name is given in a document or journal entry, the person are referred to by surname only in footnotes pertaining to that particular document or entry. Otherwise the full standardized name of the person should be used on first reference in footnotes.

STANDARDIZED NAME SPELLING

Names in the text will be standardized.

ABBREVIATIONS

Periods following initials will be retained if the person's name is placed in brackets.

Ex: T. Turley becomes T[heodore]. Turley

MISSPELLED NAMES

Misspelled names are to be handled in the text, not in footnotes, unless the identity of the person is uncertain.

0.4.5 Handwriting

When handwriting is clearly that of someone other than the assumed author it is noted.

0.4.6 Symbols

~ : represents both horizontal and vertical squiggly lines. Rogerson used squiggly lines to group something together.

* : An X with dots signifies an asterik.

/ : There are many forward slashes in the same places on RS and PS. We leave those out because they are distracting (obviously added later) and don't seem to note anything other than possible transcription comparison markers.

/ : Diagonal line

0.5 Footnotes

0.5.1 Source selection

In general, primary sources are preferred to secondary sources. Secondary sources may be used when of high quality and directly address documentation needs. Secondary sources should be considered the most authoritative current source. We do not take a stand on scholarly theory.

Annotation will rarely point readers toward secondary sources that enlarge the topic of the text.

0.5.2 Types of footnotes

All annotation is to be LEAN and considered substantive to be included. If it does not make a substantive difference to the source then DO NOT INCLUDE IT. It should not take a stand on scholarly theory. Avoid loaded terms. Most explanation should occur in the introduction.

0.5.2.1 Explanatory Annotation

Annotate when it is important information that is not included in the introduction and makes a substantive difference. Keep focused on the document itself. If the identity of an individual is uncertain footnote and explain the possibility. If we do not know for certain, do not note it, nor do extensive research to identify everyone.

Trial transcript explanatory footnotes are placed in the column farthest to the left.

0.5.2.2 Textual Clarification

0.5.3 Footnote quotations

Citations for sources quoted or otherwise referred to within the footnotes need the same precision as citations for sources used in the main text.

Follow the same transcription rules for manuscript sources quoted in footnotes as for the featured text with respect to spelling and punctuation only.

In footnotes, do not retain crossed-out words, write-overs, angle brackets for insertions, and block quotes.

Citations for sources used in footnotes appear after the end of the sentence that uses the source (not enclosed in parentheses).

0.5.4 Internal citations

Internal cross-references should be minimized. Introduction will point readers to the index.

1.1 Front Matter

1.1.1 Mountain Meadows Timeline

Barebones timeline 1857-1896.

1.1.2 List of People

Including: Territorial Officials, Attorneys, Witnesses, and US Officials

1.1.3 General introduction

Contains general information on the massacre, limited information on the major characters involved and an introduction to the papers. The general introduction covers the incidents, episodes, developments themes or traditions that are crucial to understanding the documents in the volume generally. It may also introduce important places or people. It should address any glaring gaps in the documentary record or significant information that is not readily apparent in the documents. The introduction may also cover the general patterns of documentary creation, such as motive, production. texture, transmission, and effect.

To minimize duplicate material in more than one headnote, the volume introduction may also be used to handle any special problems in content that require contextual annotation beyond the headnote or general annotation. While there may be friendly redundancy in treating material that appears in several document introductions, excessive overlap should be avoided.

1.1.4 Guide to Editorial Method

The Guide to Editorial Method will appear immediately after the general introduction.

1.2 Back Matter

1.2.1 Maps

1.2.2 Biographical Register

CRITERIA
1. Author of document or central to context surrounding a document.
2. Multiple references in testimony or document or even if only mentioned once on a list of perpetrators or indicted.
3. Witnesses, Attorneys, Court Officials

2.0 Dates

[Day] [Month] [Year]. No commas, no abbreviations. See *Chicago* 6.46.
Seasons are lowercase unless they begin a sentence or are used to denote an issue of a journal. See *Chicago* 8.94, 17.164.
Do not use constructions like "the fall of 1842" when it is possible to use "fall 1842."
Likewise, do not use "between March and April of 1859" when you could use "between March and April 1859."

3.0 Cities

Set off city and state (or D.C.) by commas unless it is part of a mailing address. See *Chicago* 6.47.

    Ex: Salt Lake City, Utah Territory,…

4.0 Numbers

INCLUSIVE NUMBERS

Use all digits (for example, 174-177) when listing any range of numbers.

ORDINAL NUMBERS

Avoid ordinal numbers.

5.0 Use of a.m. and p.m.

In annotation, do not use abbreviations. Instead, spell out time.

    Ex: They went to meeting at eight o'clock in the evening.

6.0 Italics in quotations

When italics occur in a quotation, the quote must be followed by the indication "italics added" or "italics in original." See *Chicago* 11.70.

7.0 Citations

7.0.1 More than one source in a note

If more than one source is cited in a note, separate the sources with semicolons and list them in the same order as the text material. See *Chicago* 16:37. Use "and" before the final source only with narrative forms, such as those that being with "see" and "compare."

QUOTE WITHIN A NOTE

When material is quoted or otherwise referenced in a note, the citations will be given in the footnote after the material.

7.0.2 *See* and *See also* references

If the source generally supports the referenced statement but does not explicitly state the point for which it is cited, us a "see" reference. Do not use this for the source or sources that directly support the cited information.

7.0.3 More than one page number

If more than one nonconsecutive page number is cited in a note, separate the page numbers with commas. Do not place *and* before the last page number.

7.0.4 Citing entire chapters

When citing an entire chapter, it is not necessary to cite page numbers or the chapter title.

    Ex: See Turley, *Massacre at Mountain Meadows,* ch. 15.

7.0.5 More than one day

If more than one day in the same month is cited in a note, place *and* before the last day. If more than two days in the same month are cited in a note, separate the days with a comma.

Ex.   Isaac Haight, Journal, 12 and 16 October 1857.
        Cedar City Relief Society, Minutes, 10, 11, and 13 September 1857.

7.1 Citation content (published sources)

7.1.1   BOOKS

Title of books are given in headline-style capitalization, as described in *Chicago* 17.50, even when a different capitalization style was used on the title page. Words in full caps on the title page (except for initials and acronyms) will be set in upper- and lowercase, ampersands will be changed to *and* and numbers and numerals will be retained as written in the original (see *Chicago* 17.52).

7.2 Note citation content (manuscript sources)

If the author named the work, put the title of the work in quotation marks. If the work has a non-contemporaneous title, such as one given by a library, omit quotation marks. Titles of manuscripts whether or not in quotation marks, will be given in headline-style capitalization, even when a different capitalization style was used on the manuscript. Words in full caps in the original (except for initials and acronyms) will be set in upper- and lowercase, ampersands will be changed to *and,* and numbers and numerals will be retained as written in the original. Do not alter or correct punctuation of spelling. Cancelled words should be omitted. Do not shorten the manuscript title in the Works Cited.

7.2.1   COMPLETING OR CORRECTING CITATION INFORMATION

Information in source citations of manuscripts may be silently corrected or supplied when there is no question that the information provided silently is correct. On the other hand, brackets should always be used when the editor is not absolutely certain that the information supplied is correct. We will not do extensive research to supply missing information; when a letter does not give the geographical location of the addressee or the letter extensive measures will not be made to determine where the addressee may have been living or visiting at the time.

Standard personalized names will be used silently in place of misspelled names, incomplete names, and descriptive titles such as "Attorney General" or "dear friend." For example, in a letter from a man to his friend in which only the first name of the friend is given, the complete standardized name of the friend will be supplied in the source citation, without brackets.

Misspellings in place names will be silently corrected. When the place name is "Zion" and in the context means "Independence," the latter place name will be supplied in brackets. Place names should not be changed or updated to later or other forms. For example, do not change "Beaver City" to "Beaver."

7.2.2   MANUSCRIPTS WITH FULL CITATION IN ANNOTATION

The Works Cited will list only the collection name and repository, or letterbook and repository. When a manuscript is not contained in any collection name or letterbook, the full citation in the annotation will be duplicated in the Works Cited.

If a citation of a manuscript that is given a full citation in the annotation is repeated within a few notes, a shortened citation may be used for the second occurrence.

7.2.3 TYPESCRIPTS AND FACSIMILES
Cited manuscripts are assumed to be holographs. If it is a typescript or other facsimile, include that identification in the citation. Where the holograph has been copied using a microform or other photographic process in order to preserve the original, mention this in the citation. [Then physical description is not needed.]

7.2.4 REPOSITORIES
Manuscript citations must include a repository or state that a copy is in the editors' or private possession. In general, repository information will include, where appropriate, collection name, repository name, and repository location. Call numbers, box numbers and folder numbers will not be included.

Frequently used repositories will be abbreviated.

Ex:
Church History Library, The Church of Jesus Christ of Latter-day Saints, Salt Lake City, is abbreviated "Church History Library."
Huntington Library, San Marino, California is abbreviated "Huntington Library."
L. Tom Perry Special Collections Library, Harold B. Lee Library, Brigham Young University, Provo, Utah, is abbreviated "Perry Special Collections."
National Archives and Record Administration, Washington, D.C. is abbreviated "NARA."
Utah State Archives, Salt Lake City, Utah, is abbreviated "Utah State Archives."

7.2.5 LETTER AND LETTERBOOKS
When letters are cited, the following information will be included: [standardized name of sender(s)], to [standardized name of recipient(s)], [repository]. Sender or recipient names can be quoted directly from the letter when it is clearer to do so.

7.2.6 MINUTE BOOKS
In the case of minute books, the shortened cite of the minute book will be used as the repository information. The minute book will have a full citation in the Works Cited.
Ex:

Minute Book B, Leavitt Special Collections, Sherratt Library, Southern Utah University, Cedar City, Utah is abbreviated "Minute Book B."

7.2.7   JOURNALS AND DIARIES

Do not cite the page number unless a date is not available.